

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 36-701

1 MARCH 1999

Personnel



**CIVILIAN EMPLOYEE PARTICIPATION IN
FITNESS AND WELLNESS ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the Davis-Montham AFB WWW site at: <http://www.dm.af.mil/AMARC>. If you lack access, contact your Publishing Distribution Office.

OPR: 377 MSS/DPC (Mr. Alonzo Florez)

Certified by: 377 MSS/DPC
(Mr. Timothy Stenmark)

Supersedes 377 ABW Policy Letter 377-18

Pages: 1
Distribution: F

This instruction implements AF Policy Directive 36-7, *Employee and Labor-Relations Management*. It establishes policies and procedures for ensuring use of non-duty time, including lunch periods, to participate in fitness and wellness activities. It applies to all organizations on Kirtland Air Force Base.

1. Use of Non-duty Time. Civilian employees may use non-duty time, including lunch periods, to participate in fitness and wellness activities. Supervisors are encouraged to accommodate, to the extent practicable, employees' requests to use existing compressed and flexible work schedules and annual leave to participate in such activities. Supervisors may also authorize short periods of excused absences to allow employees to participate in officially authorized programs such as health screenings and fitness fairs. Excused absences may not be granted for participating in these activities for extended or indefinite periods.

2. Responsibility. Effective and efficient health promotion, disease prevention, and physical fitness programs are in the best interests of all members of Kirtland Air Force Base; however personal fitness is an individual responsibility. Supervisors may assist employees in finding time to participate in health and wellness activities. For information regarding this program contact an Employee Relations Specialist in the Civilian Personnel Flight.

GARY D. DILLS, Col, USAF
Commander